

ORDER REQUEST FORM

NAME Jaime Graves ORDER NO. 824356
COMPANY BASTION Corporation DATE 5/02
PHONE NO. Personal (216-555-1512)

ORDER DETAILS

Hello Sam,

I hope you're doing well. I'm reaching out to request approval for some basic office equipment that the my department needs to keep things running smoothly. Specifically, we need to order 5 Dell 27-inch monitors (\$1,500 total) to replace outdated screens that are causing some issues for team members. Additionally, we'll need 10 HDMI cables (\$200) for connecting various devices to workstations, and 3 wireless keyboard and mouse sets (\$300 total) to accommodate new hires and make sure everyone is fully equipped. These items will help streamline our work and improve productivity. If possible, I'd like to have everything delivered by November 5th so we can set things up before the end of the month. Please let me know if this is good to go, or if you need any further information.

Best,
Jaime

